Tennessee Housing Development Agency
Contract Administration - Project Based Section 8

Instructions for Preparing TRACS Baseline File(s)

In the first month of sending TRACS data to THDA, you will need to prepare a TRACS "baseline" file(s) and transmit the file(s) to THDA. A TRACS baseline file(s) contains an electronic 50059 certification for each tenant in your property. You will also need to fax or mail THDA a copy of the paper HAP voucher. The baseline process will take approximately two hours from beginning to end.

Before you start, contact THDA for your baseline month to transmit and fax or mail a copy of the paper vouchers to THDA by the 10th of the month.

To create your baseline file:

1.   Transmit your HAP voucher file and any tenant files to the HUD TRACS **BEFORE** preparing your baseline!

2.   Contact your software vendor's Technical Support Staff or contact your service bureau. They will need to know the following:

   a.   Current software will be creating 2.0.1.A TRACS files.

   b.   Change transmission settings:

      1.   Change the SprintMail address-change HUD's mailbox address to THDA's mailbox address 22667(REC).

      2.   **DO NOT CHANGE** your TRACS ID or password!

   c.   If you have multiple contracts using the same software, sending some contracts to THDA and other contracts to their current destination, have your software vendor explain how to set up your software.

   d.   Verify the voucher date is included with electronic certification.

   e.   Create a TRACS baseline file.

3.   Preparing the TRACS baseline file:

   a.   Change your transmission settings from HUD's address to THDA's address **22667(REC)** for your THDA properties.

   b.   Make sure the voucher date is included in tenant files

   c.   Prepare TRACS baseline file.

   d.   Verify the TRACS baseline file against the most recent voucher you transmitted. (For example: in January you would be checking all of the entries in your TRACS tenant files against your February voucher.)

      1.   Send the full certifications first. For each tenant listed on the HAP voucher **ONLY** one of the following certificate types. (Interim, annual, move-in, or initial certification)

2.   TRACS baseline indicator is set to "Y" for each tenant.

3.   Send the following partial certification as a second file: unit transfer, gross rent change, or termination to their assistance since their last full certification.

4.   The TRACS baseline or second file certification amount should match the HAP voucher you are using for reference.

5.   If a certification appears on the HAP voucher, but does not appear in the baseline file, create another TRACS file with these certifications. NOTE: Some software will require you to transmit a TRACS baseline file before you create a second file.

4.   Transmit the TRACS baseline file(s) to THDA SprintMail address: **22667(REC)**.

5.   You will continue to transmit your TRACS baseline file and second file(s) to THDA's SprintMail address: **22667(REC)**. NOTE: HUD will be changing to an internet-based system.

6.   Mail one copy of the paper voucher you transmitted to:

       ATTN: TRACS Specialist
       THDA
       Section 8 Contract Administration
       404 James Robertson Parkway, Suite 1114
       Nashville, TN 37243-0900

If you have questions or need more information regarding the Instructions for Preparing TRACS Baseline file(s) contact:

       Henry Snorton (615) 253-5538
       Liz Harvey (615) 741-3045

When TRACS Baseline file(s) transmit any TRACS file(s) (tenant, voucher, and unit address) mail a copy of the paper voucher(s) by the 10th of each month.